

SECRET

REPORTS INVENTORY					CONTROL NO. DDS/OF-164	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Schedule of Encumbrances					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 48	
7. FORMAT (memorandum, form, computer print-out, etc.) Machine Listing		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
Pro rata share of review, analysis and distribution time.						\$ 104.84
B. COSTS OF COMPUTER PRODUCED REPORTS						
200 pages x 4 copies = 800 pages x 3¢ = \$24.00 x 12 times = \$288.00						
TOTAL COSTS PER YEAR						\$288.00 \$ 392.84
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	
<input type="checkbox"/> CHANGE					DOLLARS	
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION

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